



LET'S TALK ABOUT EQUITY

EMPLOYMENT EQUITY FOR THE WIN



“Studies show that a **trusting workplace** increases employees’ level of happiness, work effort, productivity and engagement. It also provides an environment that encourages **open communication** and promotes people to **share ideas.**”

What is **Employment Equity**?

According to the Department of Labour, the Employment Equity Act has 2 main purposes:

1. “Promoting equal opportunity and fair treatment in employment through the elimination of unfair discrimination.”
2. “Implementing measures to redress the disadvantages in employment experienced by designated groups, to ensure their equitable representation in all occupational categories and levels within the workforce.”

Why is **Employment Equity** good for business?

- It creates fair opportunities for everyone in the workforce.
- Equal remuneration across and/or according to the job levels within your organization.
- Ensures that positions are filled based on merit and improves the quality of the workforce.
- Can have a positive impact on your B-BBEE score.

10 STEPS TO PREPARING, IMPLEMENTING, MONITORING AND REPORTING YOUR EE PLAN

PHASE 1: PREPARATION



Step 1 – Assigning responsibility:

EE managers need the necessary authority and/or mandate and time off from other duties to effectively perform their duties.

Step 2 – Communication, awareness, and training:

All employees should be informed of the content and application of the EE Act and understand the importance of their participation in the process.

Step 3 – Consultation:

A consultative forum should be established, or an existing forum used if applicable. Interaction at all levels is required to establish if there are any areas of discrimination, and surface barriers to improve representation of designated groups.

Step 4 – Analysis:

Firstly, assess all employment policies, practices, procedures, and the working environment to identify barriers that may:

- contribute to the lack of affirmation of diversity in the workplace
- adversely affect designated groups; and
- identify practices or factors that positively promote employment equity and diversity in the workplace.

Secondly, do a workplace profile to determine the extent of under-representation of employees from the designated groups in the different occupational categories and levels of the employer's workforce.

At the end of Phase 1, you should have a clear EE plan. The next Phase is the implementation of your EE plan.

PHASE 2: IMPLEMENTATION

Step 5 – Affirmative Action measures and objectives:

Formulate and develop Affirmative Action measures to address the employment policies, practices, and working conditions that were identified in Step 4 as having an adverse effect on the employment and advancement of members of designated groups.

Step 6 – Timeframes:

The duration of a plan should be between one and five years. Employers should decide on the duration of their plans given their circumstances and the timeframe in which they can make meaningful progress.

Step 7 – Resources:

There should be adequate resources including people / budgets / training / information sharing

Step 8 – Communicate the plan:

- who is responsible for the implementation of the plan?
- where information regarding the plan can be obtained
- the objectives and duration of the plan
- dispute resolution procedures; and
- roles and responsibilities.

PHASE 3: MONITORING

Step 9 – Monitoring and evaluating the plan by employers to:

- keep records of the plan
- implement mechanisms to monitor and evaluate the implementation of the plan
- evaluate progress at structured and regular intervals
- report on progress to the consultative forum
- review and revise the plan through the consultation process.

Step 10 – Reporting:

- 150 or more employees: report annually to the DoL
- Less than 150 employees: report bi-annually to the DoL

Contact us to assist you with your
Employment Equity Planning and
Report submissions

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